

## Microsoft Office 2013 migration training – 1 day

In this migration training the student will learn the introduction in Microsoft Office 2013. You will learn all kind of tips and tricks giving you the advantages to work efficient and effective with the new Office version. Requirements for this course are; basic computer and Microsoft Office knowledge.

During this migration training the following application will be discussed; General information about Office 2013, Word 2013, Excel 2013, PowerPoint 2013, Outlook 2013 and Skype

### Content

#### Getting Started with Microsoft Office 2013

- Identify the User Interface
- Work with Contextual Tabs
- Ribbon
- Save Files
- Backstage view

#### Modifying Documents Using Microsoft Office Word 2013

- Use the Navigation Pane
- Work with SmartArt Graphics
- Compare Reviewed Documents
- Use of the new Office ribbon

#### Working with Spreadsheets Using Microsoft Office Excel 2013

- Identify the Enhancements to Excel 2013
- Apply Conditional Formatting
- Apply a Formula
- Create Charts
- Share Excel Charts

#### Creating Dynamic Presentations Using Microsoft Office PowerPoint 2013

- Apply Picture Effects to Presentations
- Apply Themes
- Add Videos to a Presentation
- Divide a Presentation into Sections
- Customize Slide Shows
- Broadcast a Presentation

#### Working with Microsoft Office Outlook 2013

- Manage Mail Messages
- Locate Information Quickly
- Share Calendar Information
- Share Information Using an Electronic Business Card
- Set an Out of Office Notification
- Add RSS Feeds Through Outlook 2013

#### Microsoft Lync 2013

- Introducing to Skype for Business
- Set up devices
- Make and answer a call
- Skype 2013 vs. Outlook 2013